



DEPARTMENT OF CORRECTIONS

STATE TRAINING SCHOOL

RECORDS RETENTION AND  
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

## ACKNOWLEDGEMENTS

### PREPARED BY:

Bureau of Administration  
Records Management Program  
104 S Garfield Avenue  
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Pierre, South Dakota 57501-5070

# 2004

### PROJECT STAFF

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State Records Manager

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The employees of the Department of  
Corrections, who contributed so much of  
their time to explain the purpose and  
content of each record.

### STATE RECORDS DESTRUCTION BOARD

Steve Stoneback, Deputy  
Commissioner of Administration  
(Chairman)

Rich Sattgast  
State Auditor

Gary Hoscheid  
State Government Audit Manager  
State Auditor General's Office

Marvene Riis  
Acting State Archivist

Gary Campbell  
Assistant Attorney General

Mary Helen Bisson  
State Records Manager



DEPARTMENT OF  
EXECUTIVE MANAGEMENT

BUREAU OF  
ADMINISTRATION

PBM 01234

**RECORDS MANAGEMENT PROGRAM**

104 South Garfield  
c/o 500 East Capitol Avenue  
Pierre, SD 57501-5070  
Phone: (605) 773-3589

## MEMORANDUM

TO: State Agencies

FROM: Mary Bisson  
State Records Manager

SUBJECT: **Records Retention and Destruction Schedule Manual**

DATE: January 12, 2005

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that “No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value.”

According to Administrative Rule 24:52:11:01, any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions: vouchers, original and copies, and supporting documents; warrants, original and copies, multiple copies of State publications stored in bulk; obsolete blank forms; photocopies of computer printouts; and original copies of records that have been legally reproduced under the provisions of SDCL 1-27-4.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements to transfer the records to the archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We will welcome an opportunity to discuss the proper implementation of sound records management practices.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Department of Corrections  
DIVISION: State Training School  
OFFICE: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_  
RECORDS OFFICER: Joie Bjerke  
RM CUSTOMER #: 0293

RECORD		R.D.B.
SERIES NO. TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE		AUTHORITY
		NUMBER
<ul style="list-style-type: none"><li>The DOC State Training School in Plankinton is closed. All student records were transferred to the STAR Academy in Custer to be retained accordingly.</li><li>The Plankinton community leases the facility from the State of South Dakota. The Plankinton group is responsible for maintaining the facility type records.</li><li>If the lease changes, DOC will again maintain the facility type records and will need to review the Administration Office section to make sure the records are covered in the RRDS.</li><li>The following records pursuant to R.D.B. Authority Number 92-004 should have been to been sent to State Archives prior to their disposal.<ol style="list-style-type: none"><li><u>Correspondence, Superintendent:</u></li><li><u>Floor Plans:</u></li><li><u>Newspaper Clippings:</u></li><li><u>Open House Files:</u></li><li><u>Vocational Program Files:</u></li></ol></li></ul>		